

Lake County Fiscal Year 2016 Budget Calendar

January 23, 2015	Budget	Advertise Public Hearing for Mid-Year Budget Amendment (Grants & Misc. Adjustment) (F.S. 129.06)
January 27, 2015	Board of County Commissioners	Public Hearing for Mid-Year Budget Amendment to reflect FY 2015 grants and misc. adjustments - Budget Workshop
February 3, 2015	County Manager, Department Directors, All Fiscal Contacts	Budget Kickoff
February 14, 2015	Finance	Munis V10.5 Upgrade, Budget Module is Available for Inputs
February 27, 2015	Human Resources	HR Loads Baseline Payrolls in Munis
March 6, 2015	Departments	Personnel change requests are due in Human Resources. All requests must be entered on a Form 9 and submitted with attachments as appropriate. Confirm Overtime data with HR.
March 17, 2015	Human Resources	HR Loads Payrolls in Munis with Changes/Overtime Included
March 27, 2015	Departments	Deadline for departmental budget requests into MUNIS, revenues and expenditures including CIP requests- Fixed Asset Request Forms, Budget Impact Statements
March 30 – April 24, 2015	Budget	Analyze departmental requests and prepare recommendations
April 3, 2015	Budget	Advertise Public Hearing for Mid-Year Budget Amendment (F.S. 129.06)
April 7, 2015	Board of County Commissioners	Public Hearing for Mid-Year Budget Amendment to reflect FY 2014 audited fund balances and other adjustments
April 27 - May 1, 2015	Departments	Budget Meetings with County Manager
May 15, 2015	Departments	Project re-budget requests, Program Descriptions, Performance Measures, and Pictures due to Budget
May 20 – July 2, 2015	Budget	Develop FY 2016 Recommended Budget
June 1, 2015	Constitutional Offices, Judicial	Budgets due from Constitutional Offices (excluding Tax Collector) and Judicial
June 1, 2015	Property Appraiser	Preliminary estimate of property tax value due from Property Appraiser (F.S. 129.03)
July 1, 2015	Property Appraiser	Certification of Taxable Value by Property Appraiser
July 1, 2015	Departments	Fee Schedules Due
July 21, 2015	Board of County Commissioners	Adoption of TRIM Rates and Budget Workshop if needed
August 1, 2015	Tax Collector	Budget due from Tax Collector
August 4, 2015	Budget	Statutory deadline to notify Property Appraiser of proposed TRIM rates and the date, time and place of the first public hearing to adopt the budget (F.S. 200.065)
August 24, 2015	Property Appraiser	Last day to mail TRIM notices
September 15, 2015 (Cannot conflict with School Board date)	Board of County Commissioners	Statutory Public Hearing – adopt tentative budget and millage rates, set final public hearing date, time and place. TRIM provides the public hearing advertisement requirement. (F.S. 200.065) Board Chambers, 5:05 p.m.
September 25, 2015	Budget	Advertise final budget and millage hearing
September 29, 2015 (Cannot conflict with School Board date)	Board of County Commissioners	Final Public Hearing to adopt the FY 2016 millage rates and budget (F.S. 200.065) Board Chambers, 5:05 p.m.
October 1, 2015		FY 2016 Adopted Budget goes into effect
October 5, 2015	Budget	Deadline to send copy of adopted Millage Resolution to Property Appraiser, Tax Collector and Florida Department of Revenue
Typically after Value Adjustment Board	Property Appraiser	Issue Certification of Final Taxable Value (DR 422's)
Within 3 days receipt of Final Taxable Value	Budget	Complete Certification of Final Taxable Value and return to Property Appraiser
October 29, 2015	Budget	Within 30 Days of adopting final budget certify to the Department of Revenue compliance with TRIM (F.S Chapter 200.068)
October 29, 2015	Budget	FY 2016 Adopted Budget Book completed and published on the County Website

As of April 21, 2015